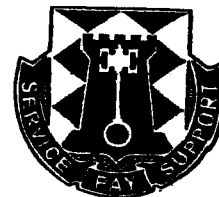




DEPARTMENT OF THE ARMY
208TH FINANCE BATTALION
UNIT 30041
APO AE 09166



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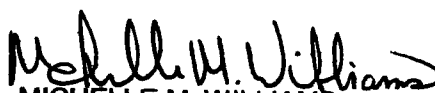
17 March 2004

MEMORANDUM FOR Soldiers Processing into the Mannheim Military Community

SUBJECT: Military Pay Entitlements

1. The soldiers and civilians of the A Detachment 208th Finance Battalion work hard to ensure you are paid in an accurate and timely manner. Many actions can change your pay entitlements, such as movement into or out of government quarters/private rental housing, divorce, marriage, birth, or return of dependents to the continental United States. However, the most frequent failure to update your pay status occurs during permanent change of station (PCS) inprocessing.
2. This memorandum is designed to help you understand your PCS entitlements and payments. You can ensure you have received all payments due and that your pay status is correct by carefully reading the information enclosed, comparing it to the attached checklist prepared during finance inprocessing, and by checking your next leave and earning statement (LES).
3. Many entitlements require you to process **additional documents** after your dependents arrive, or after you receive temporary or permanent housing authorizations. **Do not forget: Arrival of your dependents at a later date requires additional processing by finance and your unit.**
4. You are ultimately responsible for ensuring that you are paid properly. If questions about your pay arise after you have finished in processing; be sure to see your Personnel Administration Center (PAC) for assistance. They will be able to answer most Finance question you may have. For additional military pay information you can visit the 208th Finance Battalion web site at <https://www.208fb.mannheim.army.mil/>.

SERVICE! PAY! SUPPORT!


MICHELLE M. WILLIAMS
CPT, FC
Commanding

2 Ends

1. PCS Entitlements Information Sheet
2. Inprocessing Checklist

PCS ENTITLEMENTS INFORMATION SHEET

Listed below and covered in this enclosure, are entitlements affected by a PCS move.

- A. Travel Pay
- B. Dislocation Allowance
- C. Temporary Lodging Expense
- D. Temporary Lodging Allowance
- E. Basic Allowance for Housing
- F. Overseas Housing Allowance
- G. Move in Housing Allowance
- H. Advance Security Deposit
- I. Cost of Living Allowance
- J. Basic Allowance for Subsistence (BAS)
- K. Separate Rations
- L. Family Separation Allowance
- M. Advance Pay
- N. US Savings Bond Allotments

A. Travel Pay: Reference - Joint Federal Travel Regulation (JFTR)

1. All service members are paid their entitlements for travel from their last permanent duty station to the new permanent duty station upon their arrival and in processing.
2. Finance will assist all service members in completing the DD Form 1351-2 (Travel Settlement Voucher) during in processing.
3. All reimbursable expenses \$75.00 or greater must be supported by an original receipt (**lodging expenses require a receipt regardless of amount**).
4. All PCS travel settlements are paid by electronic fund transfer (EFT) to the member's current direct deposit account.
5. Service members are required to bring all travel related documents to finance for in processing listed on the checklist already received. (Original and 1 copy of DA Form 31 (Leave Request Form); 7 copies of PCS orders and any amendments; 6 copies of the DD Form 788; 6 copies of the Travel Advance card (if applicable); the payroll suspense documents envelope; plane ticket receipts and/or itineraries; 2 copies of the government housing termination orders; 2 copies duty memorandum; any **original** hotel receipts if Temporary Lodging Expense (TLE) was not claimed at last permanent duty station).
6. If dependents are on deferred travel, service member is required to bring: 7 copies of the sponsors orders and amendments, 7 copies of their dependent travel order, 2 copies Assignment to Quarters and plane ticket receipts and/or itineraries. **Service members are required to in-process their dependents within 5 days of the dependents arrival in country.**

B. Dislocation Allowance (DLA): Reference - Joint Federal Travel Regulation (JFTR)

1. The purpose of DLA is to partially reimburse the service member for the expenses incurred in relocating the member's household and dependents. Dislocation Allowance is based on the member being with or without dependents on the effective date of the PCS orders. The two types of DLA are secondary and primary, for which the latter is paid in most cases. The secondary rate of DLA is payable if a member and/or dependents actually complete a move from their place of residence in compliance with PCS orders, and then those orders are amended or revoked to either direct the member to return to the old permanent duty station (PDS) or a different PDS. Service members are not entitled to DLA on behalf of non-command sponsored dependents or if the dependents do not physically move in conjunction with PCS orders. **Dislocation allowance is not payable for a service members of last PCS move.**

2. Service members with dependents are normally entitled to DLA. When authorized, DLA is paid during in processing along with the dependent travel payment.
3. Service members without dependents may be authorized DLA if government quarters are not assigned. These service members must provide a Statement of Non-Availability for government quarters, DA Form 2367 (OHA Report), rental contract, and PCS travel orders to claim DLA. Finance personnel will assist service members in the preparation of other DLA documents. **There is a 60-day time limit for service members temporarily occupying government quarters, after 60 days DLA is not authorized.**

C. Temporary Lodging Expense (TLE): Reference - Joint Federal Travel Regulation (JFTR)

1. Temporary Lodging Expense is an allowance intended to partially offset lodging and meal expenses when the service member and/or dependents need to occupy temporary lodging in the Continental United States (CONUS) incident to a PCS move to another CONUS installation or to an overseas location. Temporary lodging facilities must be within a 50-mile radius of the old permanent duty station. TLE is not payable once service member signs out on leave.
2. TLE is not payable during an officer's first or last PCS move and an enlisted member's last PCS move.
3. A maximum of five days is payable with a PCS move to an overseas location. Both members of a dual military couple are entitled to TLE. (Each member receives 50% or one receives 100%) This entitlement exists whether temporary lodgings are jointly or separately occupied.
4. Service members must submit an original temporary lodging receipt to claim TLE. A statement of non-availability must be submitted if on-post guest lodging was not utilized where available.

D. Temporary Lodging Allowance (TLA): Reference - Joint Federal Travel Regulation (JFTR)

1. Temporary Lodging Allowance is an entitlement paid to service members to partially offset lodging and meal expenses while awaiting the assignment of permanent quarters at a new overseas duty station. The local housing office is the approving authority for TLA.
2. TLA is normally paid in 10-day increments for a period not to exceed 30 days. However, the Area Support Group Commander may authorize TLA for a period of greater than 30 days.
3. When in a TLA status, service members are not entitled to separate rations, COLA and OHA. Basic Allowance for Housing is also not authorized unless it is paid for dependents that did not accompany the service member. The computation of TLA deducts these entitlements prior to payment.
4. Actions required by the service member:
 - (a) Register for a room at the local US Forces Guesthouse. The service member must at that time elect whether to accept the 10 or 30-day increment. The guesthouse will provide a guest folio and statement of understanding/agreement, which should be taken by the service member to the local housing office for authorization of TLA. **This must be done every 10 days to continue receiving TLA if the 10-day option was elected.**
 - (b) If staying in an off post guest house, the service member must submit the following documents to the Finance In/Out processing office:
 - (1) One copy of the Statement to Substantiate Payment for TLA (from housing office).
 - (2) One copy of PCS orders to include amendments; dependents must be listed by name on orders.
 - (3) Original lodging receipt.
5. The finance office will credit TLA entitlement directly to the service member's pay account and simultaneously deduct the amount to cover lodging expenses. **TLA entitlement is reflected on the Leave and Earnings Statement (LES).**

6. TLA entitlement while on Temporary Duty (TDY) or participating in Field Exercises.
Service members are not entitled to TLA while in a TDY status.

7. TLA entitlement will continue for command-sponsored dependents while service member is on temporary duty (TDY) or participating in field exercises.

8. Service members (SM) without dependents may receive TLA if the housing officer or the unit commander certifies that the SM's property cannot be secured or taken with the SM and that it is necessary for the SM to continue occupying temporary lodging.

9. Service members must submit TLA-extension request; if applicable, early enough for the request to be approved or the service member is not entitled to TLA while in a TDY status.

E. Basic Allowance for Housing (BAH): Reference - DOD 7000.14-R, Volume 7, Chapter 26

1. The National Defense Authorization Act for fiscal year 1998 established a new pay allowance effective 1 January 1998, called Basic Allowance for Housing (BAH). This allowance replaced the allowances, BAQ and VHA as listed below. BAH is not taxable and rates are now available on the Per Diem Committee web site at <http://www.dtic.mil/perdiem>. BAH is payable to service members according to their pay grade, dependency status, and duty location without regard to sharers, member married to member, or amount of lease. BAH is intended to pay up to 85% for rent, maintenance, utilities and insurance expenses. In the new system, increases in allowances will be tied to housing cost growth and not to annual base pay increases, thus protecting service members from an erosion of benefits. Service members in TLA status are not entitled to BAH unless it is paid for all dependents that did not accompany the service member. Following are the approved official names:

BAH	the old BAQ/VHA or BAQ/OHA
BAH Type II	the old BAQ only
BAH Partial	the old BAQ Partial
BAH-Diff.	the old BAQ-Diff.
FSH	the old FSA Type I

2. LES entries and remarks will show BAH for the combined entitlements of the old BAQ/OHA or BAQ/VHA.

3. Service members entitled to BAH Type II with dependents solely based on child support and grand fathered on 5 December 1991, will lose their grand fathered status on a permanent change of station (PCS), and only be entitled to BAH-Diff. for child support at their new permanent duty station. In addition to BAH-Diff., service members may also receive BAH Type II without dependents and OHA if so authorized.

4. VHA offset has been eliminated. Service members whose actual housing expenses are less than their housing allowance will not see a reduction in pay. The monthly BAH amount actual paid to the service member will not be reduced as a result of changes in housing costs to an area, the national average, or promotion of the service member. BAH rate protection at the current amount will cease on the date the lease is terminated, if the service member is demoted or if the service member changes his/her dependency status.

5. Service members with dependents are entitled to BAH during PCS leave time at the rate based on the old duty location. BAH is payable from the date quarters are terminated at the old permanent duty station through the day prior to assignment of quarters at the new permanent duty station.

6. Service members who have dependents on deferred travel are entitled to BAH from the day family type quarters are assigned until their dependents arrive at the new PDS, not to exceed 60 days. This payment is commonly called delayed occupancy of Government Quarters.

7. BAH-II at the rate payable to service members without dependents is authorized while in travel status. This entitlement is payable starting the date departed the old permanent duty station and ends the date prior to arrival at the new permanent duty station including periods of leave, delay en route, proceed time between permanent duty stations, or TDY en route, provided the service member is pay

grade E-4 and above with 4 years or more of service, and is not receiving BAH for other dependents (if in receipt of BAH-Diff. the service member may still be entitled to BAH-II without dependents). This payment is commonly called PCS BAH-II.

8. BAH Recertification will only be done upon in processing. To establish current entitlement to BAH, a new DA Form 5960 (Authorization to Start or Stop BAQ) is prepared by every service member during in processing. A marriage certificate, divorce decree, birth certificate, or verification of assignment or termination to government quarters is required for any status change since last certification. Lease or mortgage documents are required by finance to establish the proper amount of BAH. Single E-6 and below are also required to provide a Statement of Non-Availability for quarters if applicable.

F. Overseas Housing Allowance (OHA): Reference - Joint Federal Travel Regulation (JFTR)

1. OHA is paid as a supplement to BAH Type II to offset costs incurred when a service member lives in private economy quarters Outside the Continental U.S. (OCONUS). OHA and BAH Type II is combined on the LES and will reflect as BAH. OHA is largely driven by the exchange rate of the US dollar and the EURO, and is subject to fluctuate in either direction every two weeks.

2. The OHA ceiling and utilities for an area are the maximum dollar of the local currency that the Army will reimburse in that area. The Per Diem Committee establishes rates. The OHA payable is the rent amount converted to dollars, minus authorized BAH Type II, plus a predetermined utility recurring maintenance allowance. If the rent amount converted to dollars exceeds the rental allowance ceiling, then the OHA payable is the ceiling minus authorized BAH-II, plus utility recurring maintenance allowance. OHA ceilings and utilities shown on the Internet are rates applied to service members with dependents and are subject to percentage adjustments shown in the table below. The utility percentages shown in the table below are less if any utility is covered in the basic rent.

3. A service member is considered to be sharing a residence when residing with another member of the Armed Forces or with a spouse or dependent who is a civilian employee in receipt of Living Quarters Allowance (LQA). Please refer to the table below for an explanation of the type of OHA payable and the percentages of rental ceilings and utilities.

SITUATION	OHA	CEILING	UTILITY	LESS BAH
Single unaccompanied SM receives BAH-II w/o dependents.	Regular OHA	90%	75%	BAH-II w/o dependent
Married SM w/command sponsored dependents in country receives BAH-II w/dependents.	Regular OHA	100%	100%	BAH-II w/dependents
Married SM, unaccompanied tour. On behalf of dependents, receives BAH-II w/dependents. *	Dual OHA	90%	75%	BAH-II w/o dependent
Married SM w/non-command sponsored dependents in country receives BAH-II w/dependents.	Dual OHA	90%	75%	BAH-II w/dependents
SM married to SM, neither has dependents, receives BAH-II w/o dependents	Regular OHA	90%	50%	BAH-II w/o dependent
SM married to SM, has command-sponsored dependents in country. One receives w/dependent and the other receives w/o dependent BAH-II.	Regular OHA; one w/dependents, the other w/o dependents	100%	50%	BAH-II w/dependents
SM married to SM, dependents are no in country. One receives w/dependent and the other receives w/o dependent BAH-II.	One will receive Dual OHA; the other Regular OHA w/o dependent	90%	50%	BAH-II w/o dependent

* SM is entitled to FSH if lease is maintained where family member(s) resides.

4. A DD Form 2367 (Individual OHA Report), which is prepared by the local housing office, is required to start OHA. E-6 and below must also submit a Statement of Non-Availability.

5. For additional information on rates and ceiling amounts, visit the 208th Finance Battalion web site.

G. Move-In Housing Allowance (MIHA): Reference - Joint Federal Travel Regulation (JFTR)

1. The purpose of MIHA is to help defray the costs associated with occupying economy quarters covered by the OHA program. The housing office is the approval authority.
2. To be entitled to MIHA, entitlement to OHA must exist.
3. There are three types of MIHA:
 - (a) **MIHA/Miscellaneous:** A predetermined amount is payable upon authorization of OHA. The amount is determined based on annual housing surveys submitted by service members within the overseas communities. Expenses associated with MIHA miscellaneous are items necessary to make off post housing habitable. Only one payment is authorized at a duty location unless a government funded local move is approved and new economy quarters are approved for the OHA program.
 - (b) **MIHA/Rent:** Covers reasonable, fixed, one time, nonrefundable charges levied by a landlord, the landlord's agent, or a foreign government which the service member must pay before or upon occupying a dwelling. Examples are realtor fees, redecoration fees, and one-time lease taxes. This does not include advance rental payments or refundable deposits. The local housing office determines the rate.
 - (c) **MIHA/Security:** This entitlement is payable to reimburse actions taken to enhance the security of dwellings in high terrorist threat areas. MIHA/Security is not currently payable for service members stationed in Germany.
4. For additional information on rates and ceiling amounts, visit the 208th Finance Battalion web site.

H. Advance Station Housing Allowance (ASHA): Reference - Joint Federal Travel Regulation (JFTR)

1. Advance station housing allowance is payable for the initial expense of advance rent. It is authorized only in those instances where it is either required by local laws or for the inclusion into a lease. Personal preference is not sufficient grounds for the authorization of ASHA.
2. Electronic funds transfer in U.S. dollars pays the actual amount of ASHA. Advance security housing allowance is based on one month's rent, and collection is prorated over a 12-month period. ASHA is payable within 72 hours from the effective date of the rent/lease agreement.
3. If you are requesting ASHA, the following documents are required:
 - (a) Two copies of DD Form 2367 (OHA Report) signed by the Housing Referral Office and the service member's commander.
 - (b) Two copies of the lease agreement.
 - (c) All Single E-6 and below are required to submit two copies Statement of Non-Availability for government quarters or permission to seek off-post lodging (obtained from Housing).
4. This paperwork is processed through Customer Service, room 20, in the basement of building 255.

I. Advance Security Deposit (ASD): Reference - Joint Federal Travel Regulation (JFTR)

1. Advance Security Deposits payments are advances of pay made to defray the costs of required refundable security deposits paid to landlords upon moving into a dwelling place. An ASD is payable only when the lease agreement requires this type of payment.
2. ASD is paid in U.S. dollars by electronic funds transfer (EFT) within 72 hours. It is then necessary for service member to purchase Euros (local currency) from the bank or the 208th Finance Battalion

cashier before turning over the required deposit to the landlord. Collection may be prorated over 12 - 36 months (time varies based on DEROS) or postponed until the lease is terminated. Service member must determine method of repayment at the time the advance is requested. If postponed, repayment must be made via one-time cash collection (CCV) of the Euro amount of the ASD. Calculation is based on the Euro rate from the date the ASD was received. The US Army will absorb any Euro loss due to currency fluctuation, any gains will be collected on the CCV and applied to the appropriate accounting classification.

3. Request for ASD is processed either in conjunction with the request for ASHA or as a sole request. Documents required are the same as listed above for requesting ASHA (paragraph H3).

J. Cost of Living Allowance (COLA): Reference - Joint Federal Travel Regulation (JFTR)

1. All service members stationed overseas are entitled to COLA.
2. COLA is an automatic entitlement effective the date assigned to gaining unit (found on duty memorandum).
3. The COLA rate is based on the service member's pay grade, years of service, duty location, number of command sponsored dependents (max 5) in country and the Euro rate. This is a fluctuating entitlement determined by the exchange rate of the US dollar and Euro and is subject to adjustment by the Per Diem, Travel and Transportation Allowance Committee on a fifteen (15) day basis.

K. Basic Allowance for Subsistence (BAS) Reference - DOD 7000.14-R, Volume 7, Chapter 25

1. BAS / Separate Rations is paid to all service members during their in-transit period (between the old and new duty station).
2. For officers, BAS is an automatic entitlement; no action by the service member is required.
3. For enlisted service members, BAS entitlements vary depending on the following:
 - (a) For E-7 through E-9, receive full BAS regardless of marital / dependency status.
 - (b) For E-1 through E-6:
 - (1) Service members with command-sponsored dependents on concurrent travel receive full BAS.
 - (2) Service members with deferred family travel and single service members residing in the barracks must submit an approved DA Form 4187 to start BAS if a meal card has not been issued.
 - (3) Authority to approve BAS for service members E-1 through E-6 without dependents or who are unaccompanied is delegated to the first field grade officer in the chain of command and may not be further delegated. Service members may submit an approved DA Form 4187 directly to finance upon in processing or to their unit Personnel Administration Center (PAC).
 - (4) Partial BAS will be paid to all enlisted service members receiving Basic pay who are not receiving full BAS. Service members in Initial Entry Training (Basic and AIT) are not entitled to any BAS.

L. Family Separation Allowance (FSA): Reference DOD 7000.14-R, Volume 7, Chapter 27

1. General information:
 - (a) FSA is paid at the rate of \$100.00 per month or \$3.33 per day.
 - (b) This entitlement provides compensation for service members separated from their dependents at the direction of the military. Deferred travel must be authorized, or the tour must be considered restricted whereby dependents are not authorized to PCS to this location with the service member. FSA is not authorized when a service member elects to serve an unaccompanied family member

tour unless waived by the Secretary on the Army. When deferred family member(s) travel because the service member is required to perform TDY enroute, family separation for the period of TDY is considered to be due to the military and the service member is entitled FSA.

(c) FSA is not payable to service members whose only dependents are children in the legal custody of someone else or for service members electing an "all others" tour.

(d) To receive FSA, a service member must submit a completed DA 1561 to Finance during in processing.

2. Rules and procedures upon family member(s) arrival:

(a) For service members on deferred dependent travel, FSA will be paid for a maximum of 140 days from the date of the service member's arrival or 60 days from the authorized travel date on the family member(s) travel orders, provided the authorized travel date is within the 140 day window. If entitled to FSA, payment will be reported when family member(s) arrive. Under no circumstance will the entitlement be started prior to the arrival of the dependent(s).

(b) Dependents have a maximum of 60 days from the authorized travel date of the dependent travel order to arrive at the new duty station. If family member(s) were unable to travel within the 60-day window, the service member may select a designated place for their dependents to move at government expense, or elect to have dependents remain at the old PDS until quarters are secured at the overseas station. The service member must then reapply for new dependent travel orders allowing an additional 60 days. The entitlement to FSA begins the day after the leave ends through the arrival date of dependents at the new PDS, provided they arrive within 60 days of the date of the authorized travel order and are still within the 140 day window.

(c) Excluding deferred dependent travel, service members are entitled to FSH and FSA for a maximum 60 days from the date dependent travel orders are cut unless the government causes further delays. Government quarters must not be available to be entitled to both FSH and FSA.

3. Family Separation for Housing (FSH)

(a) Formally called FSA-Type I, Family Separation for Housing (FSH) is designed to partially reimburse the added housing expenses caused by enforced separation from dependents.

(b) FSH is payable in the rate equal to BAH Type II "without dependents". FSH is normally authorized for service members with dependents who elected an "all other" tour before departure from CONUS, and government quarters are not available at the new duty station. It is also payable to service members with dependents who must acquire economy housing while waiting for the issuance of family member travel orders. In both cases, the service member must be maintaining a stateside household for dependents.

(c) To receive FSH, the service member must submit DA Form 1561 (Statement to Substantiate Payment of Family Separation Allowance), Statement of Non-availability of Government Quarters (Single E-6 and below), DD Form 2367 (OHA Report) and complete rental contract.

M. Advance Pay: Reference - DOD 7000.14-R, Volume 7, Chapter 32

1. The purpose of and advance pay is to provide a member with funds to meet extraordinary expenses incident to a government ordered relocation. It is intended to assist with out-of-pocket expenses that exceed or precede reimbursements incurred in a duty location change. An advance of pay shall not be authorized for specific out-of-pocket expenses covered by advances of other pay and entitlements. The service member's commander has oversight responsibility to ensure that advance pays are only used to help with the financial burden of a PCS move.

2. A service member may be paid a maximum of one month's base pay (less deductions) at either the old or new permanent duty station. When justified and approved, a second advance may be paid at the new duty station not to exceed a total of three months base pay (less deductions).

3. Finance requires justification when any service member requests a second advance pay, an advance of more than one month's base pay (less deductions), a repayment schedule exceeding 12 months, payment of an advance pay earlier than 30 days prior to departure, and/or payment of an advance pay more than 180 days after arrival at the new duty station. The justification must be in writing and must itemize expenses incurred, explain extenuating circumstances, and/or explain the severe hardship that would be considered an exception to normal circumstances. **The first field grade officer in the chain of command is the approving authority; this authority may not be further delegated.**

4. By law, the Finance Battalion Commander maintains responsibility for ensuring all provisions of the law with regards to advances of pay are strictly observed. Finance is not required to make payment merely on the justification and evidence presented by the service member.

5. Service members requesting a PCS advance pay must submit the following documents:

(a) A completed DD Form 2560 (Advance Pay Certification/Authorization). The DD Form 2560 must be signed by the unit commander for service members in the grade E-4 and below. Service members in the grade of E-5 and above may sign their own DD Form 2560 provided any items listed in paragraph (3) above do not apply.

(b) One copy of PCS orders to include any amendments.

N. US SAVINGS BOND ALLOTMENTS:

1. Service members who had US Savings Bonds bought by payroll deduction mailed to their old permanent duty station should complete DA Form 2559 (Savings Bond Allotment Authorization) to request an immediate change of address. If the new mailing address is unknown, service members should submit a DA Form 2559 to stop each savings bond allotment with the effective date of the previous month. As soon as the new mailing address is available, service members can submit new DA Form 2559s to their service personnel administration center (PAC) to restart savings bond allotment(s). These steps are necessary to prevent savings bonds from being lost in the mail.

2. For service members who are not receiving bonds through their mailing address, service members must prepare and submit a signed statement containing service member's full name, social security number, and correct mailing address for the bond(s). The service member should also specify how many bonds are missing and the month and year of issue, if known.

3. This statement may be faxed to DSN 699-2731, commercial (317) 510-2731 or mailed to:

DFAS-IN-FDB
DCD Bond Team
8899 E. 56th Street
Indianapolis, IN 46249-8672

4. For return Bond questions, contact Centralized Disbursing at DSN 699-0586, commercial (317) 510-0586.

TO BE COMPLETED DURING ONE ON ONE IN PROCESSING WITH FINANCE CLERK

IN PROCESSING CHECKLIST

I. During my in processing the following entitlements are affected.

ENTITLEMENT / TYPE	EFFECTIVE DATE	ACTION REQUIRED / TAKEN
BAH:		
BAS:		
COLA:		
DLA:		
FSA:		
TLA:		
TLE:		
TRAVEL:		
OTHER:		

II. For service members with deferred dependent travel, additional documentation and in processing of dependents is required to update any entitlements accordingly upon their arrival in country.

III. Statement of understanding by service member of entitlements.

_____ I understand my entitlements and the procedures required to update or change them as necessary. It is my responsibility to ensure my pay entitlements are properly updated through my unit PAC.

_____ I understand that upon the arrival of my dependents, I must come to Finance to in process them. If my dependents are not in processed properly, my entitlements will not be changed as necessary which could result in either an over or under payment.

Service Member Signature / Date

Finance Technician Signature / Date